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TRAVEL EXPRESS USER MANUAL

STATE EMPLOYEE TRAVELER INSTRUCTIONS

INTRODUCTION

The State of Idaho Travel Express Reimbursement application is used to submit travel reimbursements online. The Travel Express application provides a more efficient and effective method of submitting travel reimbursements. Travel Express is designed for travel within the 48 contiguous United States. It does not include travel to Alaska, Hawaii, or other countries.

The application is available from the secure logon on the State Controller's Office Web page at: <http://www.sco.idaho.gov/>.

OVERVIEW

In order to process documents in Travel Express, both you and your agency must be setup in Travel Express. [Click here for instructions about getting set up in Travel Express](#), including links to the necessary forms.

Once setup, you can log on to the Applications page of the State Controller's Office Web site, choose **Travel Express**, and begin the **Create a Travel Voucher** process.

If you have questions or need further assistance, contact the State Controller's Office, Division of Statewide Accounting Helpline at dashelpline@sco.idaho.gov or STARS_Security@sco.idaho.gov. You can also call the DSA Helpline at 208-332-8827.

ACCESSING THE TRAVEL EXPRESS APPLICATION

1. Go to the State Controller's web page at: <http://www.sco.idaho.gov/>
2. Click **Logon**.



3. Type your **User Name**, **Agency Code**, and **Password**. The State Controller's Office will have provided you this information. You may either type an agency code or select your agency name from the list (the Agency Code will automatically fill in).
4. Click **Travel Express** to go to the application's home page. On the Travel Express home page are two icons with lists: **Create a Travel Voucher** and **View All Vouchers in Process**.

NOTE: Click **Information** at the bottom of the Travel Express home page for links to the Travel Express user manuals, to the State of Idaho Policies on Travel, and to Federal Per Diem Rates. Click **Applications** to return to the Applications Menu page or **Log Off** to log off the SCO web site.



CREATING A TRAVEL VOUCHER

1. Select **Create a Travel Voucher** from the list under the **Create a Travel Voucher** icon (see above). You will see your name and agency number and the **From** and **To** sections.

The screenshot shows the 'Create a Travel Voucher' form. The 'From' section is highlighted with a red circle. The 'To' section is also highlighted with a red circle. The form includes fields for City, Departed, Returned, Meeting Dates, Thru, State, City, In State?, PCard?, and a Billing Agency dropdown. A note at the bottom states: 'If You Are A Vendor Or Billing An Agency Other Than Your Own, Please Select That Agency:'.

2. In the **From** section:
 - a. Type the name of the city from where you left.
 - b. Type the date you departed in mm/dd/yyyy format (e.g., 07/08/2005).
 - c. Select the time that you departed.
 - d. Type the date you returned in mm/dd/yyyy format.
 - e. Select the time that you returned.
NOTE: Travel cannot exceed 14 continuous days.
 - f. Type the meeting dates – both From and Thru - in mm/dd/yyyy format (e.g., 07/08/2005).
3. In the **To** section:
 - a. Select the State where you are traveling to from the list. This will populate the city/county table for your next selection.
 - b. Select the city you are traveling to from the list. If the city is not listed, but the county in which the city resides is listed, select the county.
 - c. If neither the city nor county is listed, click **Other**.
 - d. Type the name of the city in the Script Prompt dialog box and click **OK**.
 - e. Select whether the destination is in state or not.
 - f. Select whether you used P-Card or not during the trip.
 - g. When finished, click **Submit** or click **Exit-No Save** if the information is incorrect or you want to start over.

After clicking **Submit**, the Travel Express reimbursement page is displayed. This page begins with the **From** and **To** information from the previous screen and adds additional sections:

- [Claimant Information](#)
- [Mode of Travel using P-Card](#) or [Mode of Travel not using P-card](#)
- [Travel Detail Information using P-Card](#) or [Travel Detail Information not using P-card](#)

Also, additional menu buttons appear on the page. For example, you can modify the travel locations, and then click **Change Info** to save and update the per diem information.

From							
City	boise	Departed	09/09/2005	1:00	AM	Returned	09/15/2005
		From	09/09/2005			Thru	09/15/2005
To							
State	Selected State	City	Selected City	In State?	<input type="radio"/> Yes <input checked="" type="radio"/> No	PCard?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	CONNECTICUT		NEW HAVEN				
							

ENTERING CLAIMANT INFORMATION

If necessary, scroll down the Travel Express web page. Follow these steps for the next portion of the **Claimant Information** section:

Claimant Information			
Agency Name	CONTROLLER	Agency Code	140
Claimant's Name	JARED HALL-140		
		Official Home Station	
Personal Vehicle License Number		State Vehicle License Number	
Purpose of Travel			

1. Type your **Official Home Station**. (Usually the city where your agency/office is located.)
2. Enter either your **Personal Vehicle License Number** or the **State Vehicle License Number**, depending on the vehicle that you used.
3. Type an explanation for the **Purpose of Travel**.
4. Add comments at any time by clicking on **Comment** at the top of the screen. Comments can be added throughout the Travel Express document. A comment indicator will display and list the number of comments for that document. Clicking on the comment number will open each comment.

The next steps in the **Travel Detail** section are based on whether you are using P-Card or not using P-Card to pay for expenses. Refer to the instructions that apply to your situation.

ENTERING TRAVEL EXPENSES IF YOU USE P-CARD

ENTERING TRAVEL DETAIL INFORMATION IF YOU USE P-CARD

The per diem will auto-fill from the Federal per diem tables if your agency chose this option when they were first set up. Additional columns will be displayed for the meals, lodging, and the **Due to (Due from)** calculation on each.

Travel Detail Information									
	Date	Total Meals	P Card Meals	Due To (Due From)	Total Lodging	PCard Lodging	Due To (Due From)	Pers Veh Miles	Comments
	7/7/2005	\$47.00		\$47.00					
	7/8/2005	\$47.00		\$47.00					
	7/9/2005	\$0.00		\$0.00					
Totals		\$94.00		\$94.00					
Grand Totals		Meal/Lodging Allowed		Total Charges		Due To (Due From)			

1. Enter the amount spent on meals. Travel Express will allow only the per diem limit; amounts in excess of per diem will display an error. If the agency has selected default amounts to be displayed, the maximum amounts for meal per diem will be in the correct spaces. To override the default amount, enter the corrected amount as long as it is less than the maximum allowable amount.
2. Enter the amount charged on P-Card for meals. The system will calculate the **Due To (Due From)** amount.
3. Enter the amount charged on P-Card for lodging. The system will calculate the **Due To (Due From)** amount. If lodging is billed directly ("direct-billed"), note that in the "Comments" area.
4. Enter your personal vehicle mileage, if applicable. The system will calculate the dollar amount.
5. If necessary, type comments for each line item next to the daily expenditure, or click on **Comment** at the top of the screen and type comments in the comment box.

Grand Totals are automatically calculated.

ENTERING MODE OF TRAVEL AND MISCELLANEOUS EXPENSES INFORMATION IF YOU USED P-CARD

Mode of travel refers to private vehicle, air fare, train, bus, taxi, etc. Miscellaneous expenses are other charges such as phone or fax, airport parking, etc.

▼ Mode of Travel/Miscellaneous Information			
Mode of Travel Information		Miscellaneous Information	
Mode of Travel	Out Of Pocket	P-Card	Comments
Private Vehicle			
Comm Air Fare			
Train, Bus, Taxi		\$45.00	
Rental Car			
Other	\$15.00		Trade Show fee
Other			
Total Mode of Travel	\$15.00	\$45.00	
Misc	Out Of Pocket	P-Card	Comments
Employee Phone/Fax		\$12.00	
Other		\$10.00	wireless hot spot
Other			
Total Misc		\$22.00	
P-Card Advance			

1. Enter any **Out of Pocket** (funds not advanced by the State) mode of travel expenses.
2. Enter any **P-Card** mode of travel expenses. NOTE: If P-Card is used for a cash advance prior to travel, this information should be entered under **Miscellaneous Information**.
3. Enter any miscellaneous expenses and/or P-Card advances.
4. Type a comment next to the expenditures, if necessary.
5. Follow the steps in the [Routing the Travel Express Document](#) section below.

ENTERING TRAVEL EXPENSES IF YOU DO NOT USE P-CARD

ENTERING TRAVEL DETAIL INFORMATION IF YOU DO NOT USE P-CARD

Travel Detail Information					
	Date	Meals	Lodging	Personal Vehicle Miles Driven	Comments
	7/15/2005	\$30.00			
	7/16/2005	\$30.00			
	7/17/2005	\$30.00			
	7/18/2005	\$30.00			
	7/19/2005	\$30.00			
	7/20/2005	\$0.00			
	Totals	\$150.00			

1. Enter the amount spent on meals. If your agency has selected default amounts to be displayed, the maximum amounts for meal per diem will be in the correct spaces by default. If you need to override the entered amount, enter the corrected amount, as long as it is less than the maximum allowable amount. (Travel Express will allow only per diem limit. Entering more than the per diem will display an error.)
2. Enter the reimbursement amounts spent on lodging. If lodging is billed directly ("direct-billed"), note that in the "Comments" area.
3. Enter personnel mileage, if applicable. If a personal license plate number was not added earlier, you will not be allowed to enter the mileage. Travel Express will calculate the dollar amount using the rates approved at the time of travel.
4. Type your comments, if necessary, for each line item or click **Comment** and type in the comment box.

ENTERING MODE OF TRAVEL AND MISCELLANEOUS INFORMATION IF YOU DO NOT USE P-CARD

Mode of travel refers to private vehicle, air fare, train, bus, taxi, etc. Miscellaneous expenses are other charges such as phone or fax, airport parking, etc.

Mode of Travel Information			Miscellaneous Information		
Mode of Travel	Out Of Pocket	Comments	Miscellaneous	Out Of Pocket	Comments
Comm Airfare	<input type="text"/>	<input type="text"/>	Employee Phone/Fax	<input type="text"/>	<input type="text"/>
Private Vehicle	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>
Train, Bus, Taxi	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>
Rental Car	<input type="text"/>	<input type="text"/>	Total	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>			
Other	<input type="text"/>	<input type="text"/>	Travel Advance	<input type="radio"/> Warrant Advance <input type="radio"/> Rotary Advance	
Total	<input type="text"/>	<input type="text"/>	Amount Received	<input type="text"/>	<input type="text"/>

1. Enter any **Out of Pocket** (funds not advanced by the State) mode of travel expenses.
2. Enter any miscellaneous expenses. If any advance was issued and you used only part of the advance for expenses, enter those expenses in parenthesis.
3. Type a comment next to the expenditures, if necessary.
4. If applicable, select **Warrant Advance** or **Rotary Advance** and enter the advance amount received and any comments needed.
5. Follow the steps in the [Routing the Travel Express Document](#) section below.

Travel Express will then calculate the total due. Check the document to verify the information.

ENTERING FISCAL INFORMATION

If your agency policy allows, you may enter fiscal information. Click **Enter Fiscal** to access to the **Fiscal Information** page and enter information such as Transaction Code (TC), Index or PCA, subobject, document number, etc.

Fiscal Information									
Receipts Present		Vendor	DMI	PCN	Document Number	Batch No.	Batch Effective Date	Batch Date	
<input type="radio"/> All <input type="radio"/> Some <input type="radio"/> None							2/6/2002	2/6/2002	
SF	TC	INDEX	PCA	SUB-OBJ		AMOUNT	GRANT/PROJECT	GAAP	
01	221			5365	PERS VEHICLE - OUT-STATE	\$405.88			
02	221					\$27.50			
03	221					\$15.00			
04	221			5395	EMP TELEPHONE/FAX CHAF	\$22.00			
05	221			5397	SUBSIST & LODGE OUT-STA	\$43.68			
06									

After completing the fiscal information, you can route the document:

1. Select either **Fiscal** or **Reviewer**, depending upon your agency's routing policy.
2. Select the appropriate name from the list.
3. Click **Route To**. The document is processed and sent to the person selected.

ROUTING THE TRAVEL EXPRESS DOCUMENT

After completing and verifying the Travel Express document, it is ready to route to **Fiscal** or **Reviewer**. Option: If your agency policy allows, you may enter fiscal information as noted above. Otherwise, simply route the document according to your agency's policy.

NOTE: If you are not ready to route the document, click **Save** to save the document so that you can complete it later.

To delete (erase) the Travel Express document without submitting it, click **Delete**.

To exit the Travel Express application without saving any information, click **Exit-No Save**.

If the Travel Express Document is complete and ready for submission:

1. Select either **Fiscal** or **Reviewer**, depending upon your agency's routing policy.
2. Select the appropriate name from the **To:** list.
3. Click **Route To**. The document is processed and sent to the person selected.

VIEW ALL VOUCHERS IN PROCESS

To view an unfinished travel document or a completed, archived document, go to the Travel Express home page.

Select one of the following from **View All Vouchers in Process** list:

- Documents by Claimant
- Documents by Status
- Current Archived Documents
- Long term Archived Documents

In the page that opens for any of the selections, you can open a document by clicking on its status or claimant's name (depending on the selection you made) to view, edit, or complete the document.

Depending on upon the task you need to perform, you can complete the document, add a comment and return it to the submitter, approve or disapprove, or route it further on according to your agency's routing/approval process.

NOTE: If routing to fiscal, all supporting documents and corresponding receipts need to be forwarded as defined in your agency procedures.

To return to the Travel Express home page, click **Home**. To return to the SCO Application page to access another application, click **Applications**. To exit Travel Express and log off the SCO applications page, click **Log Off**.